

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING AGENDA
For Thursday, February 23rd, 2012

- I. Call to Order** (7:00 p.m. at the CBJ Assembly Chambers.)
- II. Roll** (Greg Busch, John Bush, Tom Donek, Don Etheridge, Eric Kueffner, Budd Simpson, Michael Williams, Wayne Wilson and Kevin Jardell).

III. Approval of Agenda

MOTION: TO APPROVE THE AGENDA AS PRESENTED.

IV. Approval of January 26th, 2012 Regular Board Meeting Minutes.

- V. Public Participation on Non-Agenda Items** (not to exceed 5 minutes per person, or twenty minutes total time).

VI. Items for Action.

1. Docks and Harbors FY13 & 14 Budget
Presentation by the Port Director

Board Questions

Public Comment

Board Discussion/Action

MOTION: TO ADOPT DOCKS AND HARBORS FY13 & 14 BUDGET AND SUBMIT THE BUDGETS TO THE CITY MANAGER FOR PRESENTATION TO THE ASSEMBLY.

2. Auke Bay Boat Yard Haul-Out Funding
Presentation by the Port Director

Board Questions

Public Comment

Board Discussion/Action

MOTION: TO BE DEVELOPED AT THE MEETING

VII. Items for Information/Discussion.

1. Staff Recognition
2. Auke Bay Commercial Loading Facility Operational Plan
3. Waterfront Vendor Booths Outcry Auction Results

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING AGENDA (CONTINUED)
For Thursday, February 23rd, 2012

VIII. Committee and Board Member Reports

1. Operations Committee Meeting – February 14, 2012
2. CIP/Planning Committee Meeting – Cancelled
3. Finance Committee Meeting – February 21, 2012
4. Member Reports

IX. PRAC Representative Report

X. Port Engineer's Report

XI. Harbormaster's Report

XII. Port Director's Report

XIII. Assembly Liaison Report

XIV. Committee Administrative Matters

- a. Operations Committee Meeting – March 20, 2012
- b. CIP/Planning Committee Meeting – March 22, 2012
- c. Finance Committee Meeting– March 27, 2012
- d. Board Meeting – March 29, 2012

XV. Adjournment

CBJ DOCKS & HARBORS BOARD
REGULAR BOARD MEETING MINUTES
For Thursday, January 26th, 2012

I. Call to Order.

Mr. Jardell called the Regular Board Meeting to order at 7:00 p.m. in the CBJ Assembly Chambers.

II. Roll Call.

The following members were present: Greg Busch, Tom Donek, Don Etheridge, Budd Simpson, Michael Williams and Kevin Jardell.

Absent: John Bush, Eric Kueffner and Wayne Wilson.

Also present were the following: Carl Uchytel – Port Director, Gary Gillette – Port Engineer, Mary Becker – Assembly Liaison and Dixie Hood – Parks & Recreation Liaison.

III. Approval of Agenda.

MOTION by MR.ETHERIDGE: TO APPROVE THE AGENDA AS PRESENTED AND ASK UNANIMOUS CONSENT.

The motion passed without objection.

IV. Approval of Previous Meeting Minutes.

Hearing no objection, the minutes of the December 1st, 2011 Regular Board Meeting minutes and December 29th, 2011 Special Meeting minutes were approved.

V. Public Participation on Non-Agenda Items.

Linnea Osborne, Juneau, AK

She said she is here representing the commercial fishing vessel The Mongoose. She said she is concerned about the conditional use permit application submitted to the Planning Commission for the 16B project. She said it is creating an unsafe marine environment for the smaller vessels because there is not enough room to maneuver. She said they deliver their fish to the Taku dock and in reviewing the plans they can see quite a few problems for their safety in that area as well as anyone else using that area. Any security zones that are put around the cruise ships will only increase the hazard. She said it will negatively impact their business and their ability to do business at Taku Smokeries.

Mr. Jardell said he encourages her to talk to Docks & Harbors Port Engineer Gary Gillette. There are some ideas on how to alleviate some of those concerns.

Ms Osborne said she appreciates that and said until recently she has been really focused on the Fisherman's Memorial, which she is a founding member. This is a serious issue having access between the intermediate float and the Taku Dock. It would have safety and economic impact on their business.

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Paul Swanson, Juneau, AK

He said when he spoke at the CIP meeting, he just wanted to clarify that he is only advocating for the same parking privileges as the downtown patrons have. The rate for the slip should include parking. With building 1/3 less slips in Statter Harbor than what was at DeHart's when Docks & Harbors bought it, he can see with the supply and demand, Docks & Harbors would raise the rates.

James Harris, Juneau, AK

He looked at the taxi zone area in the new cruise ship terminal parking area, and would like this to be looked at again. With the no street parking and the location proposed for the taxis, the taxis will be blocked by the busses and have no visibility. Looking at the map, he sees where there is B-Zones up front and he is requesting some of those B-Zones changed into Taxi Zones to have a higher visibility. At the Franklin Dock and the AJ dock, the taxis are located right as the passengers come off the boat. The taxi's are not just taking people to the Glacier and tours, but do take people everywhere. If the taxi's are located in a place they can not be seen, it will be hard for our customers to find us, and hard for our drivers to make any money. The taxi's get one chance at their customers. They come in once a year and they have to take advantage of that chance to get them. If the taxi's can't be seen, they can't get customers. The B-Zones will be filled up with crew shuttles. Crew shuttles do not need up front parking because their customers come in every week, and they know where they are at.

Mr. Jardell said action item #5 will discuss this topic.

Bonny Millard, Juneau, AK

She said she has safety concerns with the proposed cruise ship dock. She said she tenders out of Taku Smokeries everyday from June to November. She said where the cruise ship ties up to the south and also to the north, it is already pretty tight in there at the times the ships are coming and going. She said if this proposed dock goes in with only having 150' between the Taku Smokeries dock and the dolphin, it will be really tight for maneuver ability. When the Intermediate Vessel float has large yachts tied up, it will narrow that area even more. If the dolphins have cat walks, there could be a possibility to get stuck under a cat walk. She said with strong currents, boats that don't have tight turning radiuses, and inexperienced boat handlers, this will make doing business with Taku Smokeries really complicated and dangerous.

VI. Items for Action

1. Juneau Alaska Communications lease.

Mr. Uchtyl said this is an application for a new lease with Juneau Alaska Communications, and it is for property located on Douglas. They had a lease with the State of Alaska which has been transferred to CBJ. This lease originally started in 1986 and expired in February 2011. This would be considered a new lease and has already been appraised by Horan & Company. The new appraised lease rent that was recommended from the Finance Committee is \$2,170.95. Motion would be to send this to the city attorney to draw up a lease.

Board Question

Mr. Simpson said he understands the tenant will pay the appraisal costs.

Mr. Uchtyl said yes.

Mr. Simpson said the proportion of that cost to the total value of the rent is high and assumes that this is Docks & Harbors policy. He said that was probably set up with a longer term and higher value lease in

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mind. He said going forward there should be a different way to deal with this. He suggested amortize this expense over the lease term. Something that would make the expense easier with the lease. Mr. Uchytel said he has been working with Mr. Burns from Juneau Alaska Communications. He has requested a 10 year period before his lease would be reappraised. This was discussed at the finance committee. The Committee recommended to follow the ordinance on lease administration but when sent to the Assembly support the lessees request for a longer period until it gets reappraised.

Mr. Simpson said extending it to amortize it over a longer period of time would partly solve that.

Mr. Williams agrees with Mr. Simpson.

Public Comments - None

Board Discussion/Action

Mr. Jardell said there was a full discussion at the finance meeting on the appraisal topic. He asked Ms. Becker to look into another way of establishing rent on a smaller CBJ property other than an appraisal.

Mr. Busch said he agrees that for a 3 year reappraisal cost on these smaller leases is an excessive amount.

MOTION by MR SIMPSON: TO RECOMMEND APPROVAL OF LEASE TO JUNEAU ALASKA COMMUNICATIONS ON THE TERMS NOTED AND BE FORWARDED TO THE ASSEMBLY FOR FINAL APPROVAL AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

2. Trucano/Nowell Ave. Lease

Mr. Uchytel said this is property adjacent to the bridge. This was previously leased by Mr. Trucano and he gave it back to CBJ. He said Mr. Trucano would like to enter into a new lease agreement. This property has been appraised by Horan & Company. The cost for the appraisal was \$2,500.00, with the lease rent recommended at \$2,271.65 annually. This has been approved by the Finance committee. Mr. Uchytel said he has not discussed modifying the period between the appraisals, but with the Board's direction he would talk to Amy Mead and provide some consideration for these smaller lease rent adjustment appraisals.

Board Questions - None

Public Comments - None

Board Discussion/Action

MOTION by MR. ETHERIDGE: TO APPROVE LEASE FOR MR. DOUG TRUCANO WITH THE TERMS SET FORTH AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

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3. List of FY13 CIP Projects.

Mr. Gillette said this list will be part of the budget document. This is a list of projects that Docks & Harbors is requesting funding for in FY13 and projected out a few years. The more detailed list with project descriptions is what would be approved for the budget document.

Board Questions - None

Public Comments - None

Board Discussion/Action

MOTION By MR. ETHERIDGE: TO ACCEPT THIS BUDGET DOCUMENT AS PRESENTED AND MOVE FORWARD AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

4. Aurora Harbor Design Funds

Mr. Gillette said this is a request for funds to begin the design for Aurora Harbor. Docks & Harbors has a grant application into the State under DOT Municipal Harbors Matching Grant Program. This is a \$2 million dollar grant with \$2 million matching funds. Those funds can only be used for construction. Docks & Harbors has determined what part of the construction \$4 million would buy and identified that as the first phase. This would get Docks & Harbors the main bridge approach, main gang ramp floats and fingers for A and B. The design cost is \$600,000, and these funds would be taken from the Harbor funds. The CIP committee reviewed this and recommended approval. If this is approved tonight it is sent to the Assembly for introduction in February, and the hearing would be in March.

Board Questions

Mr. Williams said if Docks and Harbors goes out for Request For Proposal bid (RFP), he wanted Mr. Gillette to elaborate.

Mr. Gillette said this would be and RFP structured for the full design, but only authorize the first phase. Docks & Harbors also has a request in for the 1% tax initiative for \$7 million to continue work on Aurora. If we succeed in getting those funds, we would just extend the contract for the next phase of work.

Mr. Williams just clarified that these are administrative fees that include design and permitting.

Mr. Gillette said the design, permitting and administrative fees are not allowed to come out of the matching grant funds.

Public Comments - None

Board Discussion/Action

MOTION By MR. ETHERIDGE: TO APPROVE THE RFP FOR THE AURORA HARBOR DESIGN FUNDS AND SEND TO THE ASSEMBLY FOR APPROVAL AND ASK UNANIMOUS CONSENT.

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Motion passed with no objection

5. Adoption of Sub-Committee report on Terminal Staging Area construction Project.

Mr. Busch said included in the packet is a summary of the issues that were brought up in two sub-committee meetings. He went over all the issues and discussed the sub-committee recommendations.

1. Taxi Issues – recommended to assign two designated meter-only taxi spaces in the new on site parking lot.
2. Vendor Booth Consolidation – Recommended (a) keep three vendor booth locations, one at Marine Park, one at the Cruise Terminal (seaward of the new Visitor Center) and one in front of the Port/Customs Office. (b) Increase the deposit for the vendor booth auction for the 2013 season. (c) Issue citations instead of warnings for vendor booth improprieties.
3. Cruise Representative Booth – Recommend to research the cost to design and build a booth for both cruise ship docks.
4. Bus Operations – Recommend the Port Engineer investigate reducing the size of the median near the transformer and verify computer modeling for buses entering/exiting the lots. – The Port Engineer already discussed this with bus personnel and they have indicated the current design by the transformer is acceptable but will widen the A zone parking area in front of the visitor center that will provide more space.
5. A/B Zone Parking – Recommend the Port Engineer review turning radiuses to ensure it is sufficient. Assignment of taxi spaces to assigned parking will allow for two additional B Zone Spaces. Port Operations Department will monitor to ensure no excessive loitering.
6. Crew Shuttles – Recommendation to investigate the availability of additional parking and possibility of consolidating Crew Shuttle pick-up at a central location to reduce congestion.

Board Questions

Mr. Williams asked if time limits were discussed for taxis.

Mr. Busch said they talked about the loitering issue, but moving them to a designated parking spot the Sub-Committee did not discuss time limits. This is a metered spot and not a location to sell tours.

Mr. Jardell said the taxi's were moved closer for better visibility and it ended up freeing up some B-Zone parking.

Mr. Busch said it was discussed at both of the meeting that the lines in the parking lots are paint and can make changes as adjustment are needed.

Public Comment

James Harris, Juneau, AK

Mr. Harris wanted to know what Mr. Busch meant by metered parking.

Mr. Busch said it would not be a place you could sell tours, but to pick up passengers needing to go to the airport at the metered rate. This is not for picking up sold tours. A/B-Zone permit would have to be purchased to be able to pick up pre-sold tours.

Mr. Harris said in the B-Zone your not allowed to sell a tour.

Mr. Busch said you are not allowed to sell a tour, but to pick up a pre-sold tour.

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Mr. Harris said if a customer approaches a taxi driver and wants to go to the glacier in the Taxi zone?

Mr. Busch said then you can take them to the Glacier at the metered rate.

Mr. Harris said we have metered rates for tours also. He said they are metered on both rates, and wanted to know if they could act the same as they do now in their taxi zone.

Mr. Busch said he is not familiar enough with the different metered rates, but as long as they are CBJ approved rates. Docks & Harbors is discouraging hawking from that location, and be in competition with the vendor booths.

Mr. Harris said he didn't think they had issues with the booths before. Their cars only take 3 – 7 people as of right now. He said the congestion and hawking is usually coming from the B-Zone. The taxi's mind there own business and do their own thing. He said designating a separate area for the Crew shuttles is the best thing you could do because it would free up a lot of B-Zone space.

Board Discussion/Action

MOTION By MR. ETHERIDGE: TO ADOPT RECOMMENDATIONS PRESENTED IN JANUARY 24TH SUB-COMMITTEE REPORT ON TERMINAL STAGING AREA CONSTRUCTION PROJECT AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

6. Docks and Harbors Discounts to attendees of the Seattle Boat Show.

Mr. Uchytel said the Harbormaster and himself will be attending the Seattle Boat Show to answer questions, hand out pamphlets, and promote Juneau as a destination Harbor and Port. Within CBJ ordinance, there is a fee promotion that is authorized. In the past, the previous Port Director and Harbormaster attended the Seattle Boat show and offered discounts. This was discussed at the Finance committee.

Board Questions

Mr. Busch asked if the intention is for the open spots in Aurora as well as Auke Bay or limit where this would apply to.

Mr. Uchytel said it would be open for any of the Harbors.

Mr. Simpson said the motion on the agenda was drafted with a vessel less than 40 feet and wanted to know Mr. Uchytel's thought process on that cut off.

Mr. Uchytel said the direction from the Finance committee was not for big boats, so he just picked a size.

Mr. Busch asked how many boats Docks & Harbors would offer this to?

Mr. Uchytel said this is a good welcoming gesture to different areas. Also, this is only given to individuals at the boat show.

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Public Comment - None

Board Discussion/Action

Mr. Simpson said since the target audience is people going to the boat show in Seattle, he said this should be offered to larger boats, 60 feet and under.

Mr. Busch said he agreed with the 60 feet, and staff would need to make sure space was available.

Mr. Jardell said this would be on a space available coupon.

MOTION By MR. SIMPSON: AS A SEATTLE BOAT SHOW SPECIAL DOCK AND HARBORS OFFER CY2012 MOORAGE DISCOUNTS AND AUTHORIZE THE PORT DIRECTOR AND HARBORMASTER ON THE BASIS OF STAY TWO DAYS AND THE THIRD CONSECUTIVE DAY MOORAGE IS FREE AND THIS WOULD BE EXTENDED TO RECREATIONAL VESSELS LESS THAN 60 FEET AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

VII. Items for Information/Discussion.

1. Docks and Harbors By-Laws Update.

Mr. Uchytel said this was discussed briefly about revamping Docks & Harbors By-Laws that were established in 2005. Topics of discussion include

(1) Are three Committee's needed?

(2) Allowing public testimony at the end of Docks & Harbors agenda's.

Mr. Jardell said he has been thinking about reducing the committee's. This would mean only having to serve on one committee. Each committee would have five members and three present for a quorum. It will reduce staff time and public time.

The board decided to review the By-Laws.

Mr. Jardell appointed a Sub-committee.

Mr. Simpson – Chair

Mr. Etheridge

Mr. Jardell

VIII. Committee and Board Member Reports.

1. Operations Committee Meeting- January 17th, 2012

Mr. Busch reported:

1. There were three lease action items that were approved to move forward. One was discussed here tonight, and the other two need more information before they come to the Board.
2. There was discussion on the live-aboard agreements that are going to be incorporated into Docks & Harbors regulations and into the agreements already in place.
3. There are several multiple stalls assigned at DeHart's that would be contrary to the regulations for the Harbor area regulation. The current compliance would only allow two stalls and there are two individuals that have three and four stalls each. This will be looked at again in the future.

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4. Juneau Marine Services Boat Yard Status- at this time there has been no communication. Docks and Harbors staff is looking at cost to maintain the haul out as a viable service for the Harbor.

5. Mr. Busch said the Committee heard the report from the Harbormaster for the Harbor operations throughout the last month and the staff has been doing a great job.

2. CIP/Planning Committee Meeting – January 19th, 2012

Mr. Williams reported the Committee had a few action items that were discussed here.

1. Aurora Harbor Design Funds – Going out for the RFP for the whole project but would be done in phases.

2. Harris/Aurora Master Plan – Discussion to have a design or ideas on where Docks & Harbors is going with future development. – no action at this time.

Discussion items included:

Update on Statter Harbor

CIP inclusions for the CBJ Budget.

Update on the Cruise Ship Berths- there is progress and maybe solutions since the last planning commission meeting.

1% for Art – discussed starting point

Douglas Harbor – Still needs work on dredge spoils permit.

3. Finance Committee Meeting- January 24th, 2012

Mr. Donek reported everything the finance committee discussed was on tonight's agenda. Statter Harbor parking was discussed under items for discussion, and this will be an ongoing discussion. Summer moorage promotion was discussed and decided that would happen again this year.

4. Member Reports - None

IX. PRAC Representative Report

Ms. Hood said one of the priority projects for PRAC's 1% sales tax initiative presented to the Assembly was the redesign of the shelter in Marine Park to provide for appropriate public gatherings and performances and prevent a place for inappropriate drinking or sleeping behavior.

Ms. Hood said PRAC has been following the Douglas Harbor dredging project and wanted to know if it is the Corp of Engineers that Docks & Harbors is having trouble getting a permit from.

Mr. Jardell said it is the Corp of Engineers.

Ms. Hood asked if the By-Laws in the packet were the most current?

Mr. Uchytel said they are the existing By-Laws.

Ms. Hood wanted to know if there was going to be a document with proposed changes highlighted.

Mr. Jardell said there was a sub-committee appointed that would handle that.

Ms. Hood said as a member of the PRAC, she supports the idea as the PRAC has and the Assembly has of having an opportunity for public participation at the end of an agenda.

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X. Port Engineer's Report.

Mr. Gillette said there are a couple of projects he would like to provide an update on.

1. Statter Harbor moorage repairs at the existing facility and the replacement of DeHart's. The conditional use permit was passed at the Planning Commission on Tuesday for this project. Docks & Harbors now has the conditional use permit, Corp of Engineers permit and funding, this will go out to bid in March.
2. The Travel Lift that Juneau Marine Service manages has some problems. Juneau Marine Services did not respond to a letter discussing the condition of the travel lift. For safety concerns, Docks & Harbors contacted PND under a term contract agreement to provide a proposal for cost and design for the travel lift. We do not want to loose the use of that facility.
3. The Downtown Cruise Ship dock 16B. Mr. Gillette said the Planning Commission continued the conditional use permit for this project. The two items of issue were the fisherman's memorial and smaller boat navigation area. Docks & Harbors has been working with PND and there have been some adjustments in the design. There will be buoy's placed in a line of where the floats will be, and a boat will be maneuvered in that area to determine if there is enough space.

XI. Harbormaster's Report.

Mr. Tajon was on his way to the Seattle Boat Show.

XII. Port Director's Report.

Mr. Uchytel reported he testified today regarding the House Bill 184 raw fish tax reapportionment to go from 50/50 split to 75/25 with the municipality getting 75%. If this were to move forward, Docks & Harbors could potentially receive \$200,000 more annually.

Mr. Uchytel said he is meeting with the Juneau delegation on February 9th.

He said the Douglas Harbor naming public hearing is changed from the February Regular Board meeting to the March Regular Board meeting per the request from the Pusich family.

Mr. Uchytel said he talked to the Corp of Engineers this week on the Douglas breakwater project and there has been a claim submitted from the General Contractor for about \$400,000, if this is agreed to, Docks & Harbors will be responsible for \$80,000 to \$100,000 of it. He is optimistic that there can be an amicable solution and will not have to pay that amount, but it is a possibility.

Mr. Uchytel said he welcomes participation with the Request for Proposal for the Aurora Harbor project.

Mr. Williams said he wants to have input in the Request for Proposal.

Mr. Uchytel said regarding Statter Harbors haul out facility, with the Chair's permission, he will send another letter drafted by the City Attorney to Juneau Marine Services to encourage active participation regarding the facility.

In Auke Bay there was a vessel that sank, and is currently 4/5 under water. As Port Director I have given the owner until noon tomorrow to have it removed or Docks & Harbors will remove it and charge the owner for the services.

Next Operations meeting there will be discussion on rescue ladders and he said he would like this matter resolved. He said he needs to know if there needs to be a modification to the on going Statter Harbor project. Each ladder is approximately \$300.00. There is approximately 1400 slips in all the Harbors, so this would mean about \$400,000 for ladders depending how they are positioned.

He said he directed the Harbormaster to come up with a plan for Aurora Harbor regarding the number of slips. Before the summer moorage promotion, he recommended to reduce slips and provide more moorage for larger vessels.

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Mr. Uchytel said he is involved with the Maritime Festival with JEDC, and no date has been set yet. He said the Douglas dredging was brought up and he assures the Board that he is using every tool available to get this done.

Mr. Uchytel said Docks & Harbors second newsletter is posted.

Mr. Donek asked who is in charge of the design construction of the Douglas Breakwater.

Mr. Uchytel said the Corp of Engineers.

XIII. Assembly Liaison Report

Ms Becker said she thinks it is a great idea to have an actual boat do maneuvers in the Taku Smokeries area to see if there is enough space.

Ms. Becker noted things Docks & Harbors would be interested in:

The Assembly is working on hiring a City Manager. She recommends to come to the meetings with any suggestions or ideas.

The 1% sales tax list is growing, and she is interested in seeing Docks & Harbors final list.

The State Library Archives Museum (SLAM) project is progressing. This would be tourism and that is money that goes to all of CBJ's infrastructures.

XIV. Committee Administrative Matters.

1. Operations Committee Meeting – February 14th, 2012
5:00 p.m. at the Aurora Harbor Office
2. CIP/Planning Committee Meeting – February 16th, 2012
5:00 p.m. in the CBJ Assembly Chambers
3. Finance Committee Meeting – February 21st, 2012
5:00 p.m. in CBJ room 224.
4. Regular Board Meeting – February 23rd, 2012
7.00 p.m. in the CBJ Assembly Chambers

XV. Adjournment.

The Regular Board Meeting adjourned at 8:23 p.m.